

Pay Check Input Deadlines

ALL except TAA

Includes Time, Other Pay, Profile Changes, and T&E Expenses

Pay Date	Pay Statements Available Online	Time Exceptions Reported and Approved through Sunday	Workday Time and EDTC SupPay Approved by 5:00 PM Pacific Time on	Workday Corrections Received by Tuesday 1 Week Prior to the Issue Date	Other Input (Fax, myADP, etc.) Received by 2:00 PM Pacific Time on	Employee Data Change Files Generated	Concur Expenses Received by 2:00 PM Pacific Time on
1/13	1/11	1/8	1/9	1/3	1/9	1/8	1/9
1/27	1/25	1/22	1/23	1/17	1/23	1/22	1/23
2/10	2/8	2/5	2/6	1/31	2/6	2/5	2/6
2/24	2/22	2/19	2/20	2/14	2/20	2/19	2/20
3/10	3/8	3/5	3/6	2/28	3/6	3/5	3/6
3/17	3/15	3/12	3/13	3/7	3/13	3/12	3/13
3/24	3/22	3/19	3/20	3/14	3/20	3/19	3/20
4/7	4/5	4/2	4/3	3/28	4/3	4/2	4/3
4/21	4/19	4/16	4/17	4/11	4/17	4/16	4/17
5/5	5/3	4/30	5/1	4/25	5/1	4/30	5/1
5/19	5/17	5/14	5/15	5/9	5/15	5/14	5/15
6/2	5/31	5/21	5/22	5/23	5/26	5/25	5/22
6/16	6/14	6/11	6/12	6/6	6/12	6/11	6/12
6/30	6/28	6/25	6/26	6/20	6/26	6/25	6/26
7/14	7/12	7/9	7/10	7/4	7/10	7/9	7/10
7/28	7/26	7/23	7/24	7/18	7/24	7/23	7/24
8/11	8/9	8/6	8/7	8/1	8/7	8/6	8/7
8/25	8/23	8/20	8/21	8/15	8/21	8/20	8/21
9/8	9/6	8/27	8/28	8/22	9/1	8/31	8/28
9/22	9/20	9/17	9/18	9/12	9/18	9/17	9/18
10/6	10/4	10/1	10/2	9/26	10/2	10/1	10/2
10/20	10/18	10/15	10/16	10/10	10/16	10/15	10/16
11/3	11/1	10/29	10/30	10/24	10/30	10/29	10/30
11/17	11/15	11/12	11/13	11/7	11/13	11/12	11/13
12/1	11/29	11/26	11/27	11/21	11/27	11/26	11/27
12/15	12/13	12/10	12/11	12/5	12/11	12/10	12/11
12/29	12/27	12/17	12/18	12/12	12/22	12/20	12/18

Standard deadline change